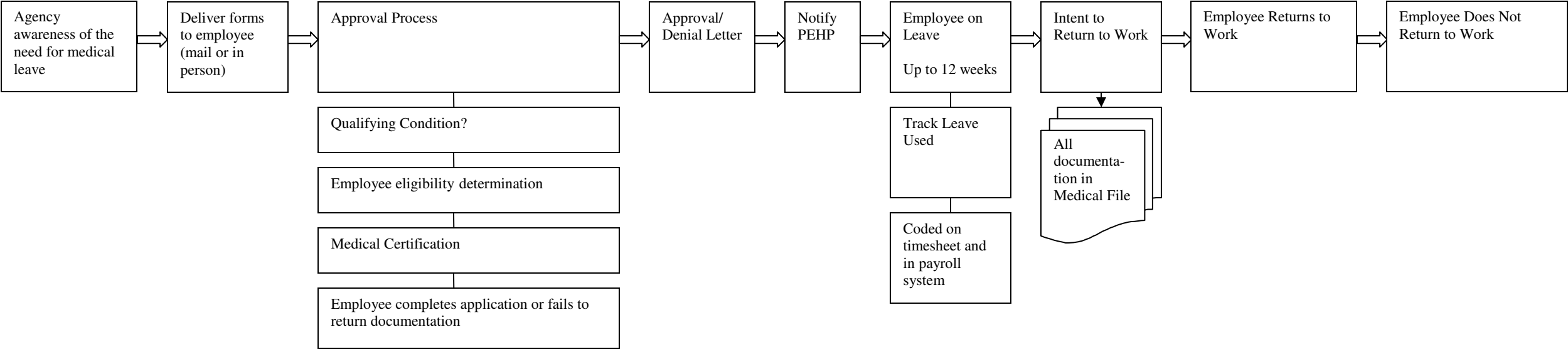


OVERVIEW OF FMLA PROCESS



|   |  |  |  |  |   |  |
|---|--|--|--|--|---|--|
| <p>DEQ – sends email to ? regarding leave qualifying for FMLA</p> <p><b>Timesheet Review</b></p> <p>DEQ &amp; DPS – 2 weeks annual, sick or LWOP</p> <p>UDOT – LWOP</p> <p>DOC – 4 days</p> | <p>UDAF, - discussion with employee on rights and responsibilities</p> | <p>Process can take up to 1 week after documentation is received</p> <p>DAS – If reason unknown, get reason within 2 days of return to work</p> <p>DHS, DPS, DAS, DWS, UDOT – begin counting FMLA time even if all forms are not in.</p> <p>UDOT – uses medical forms required for leave bank as FMLA medical certification</p> <p>UDOT – provisional</p> <p>ABC – Supervisor, HR and Executive Director determine approval</p> <p>Commerce – Supervisor and Division Director determine approval</p> <p>Agencies may accept doctor’s note in lieu of application (case by case)</p> <p>If documentation is not complete, agencies decide on case by case basis to take employee off FMLA or leave on. DHS leaves employee on.</p> | <p>DEQ &amp; UNG – discussion with employee on rights and responsibilities</p> | <p>Some agencies allow reduced leave</p> <p>Tracked in spreadsheet or database – agency choice</p> <p>UDOT – runs FMLA leave consecutive to leave balances used</p> <p>Tax – HR notifies supervisor and employee of leave status and amount of leave</p> | <p>DPS – Fitness for Duty required for sworn officers</p> | <p>TLA – Employee doesn’t return after 30 additional days – may be terminated.</p> <p>DHS – recoups premium cost usually, other agencies generally do not (case by case)</p> |
|---|--|--|--|--|---|--|

FMLA TECHNICAL CONFERENCE PARKING LOT (To be addressed at Design Conference)

Intermittent Leave

Reduced Leave

When to notify PEHP

Written “application” required?

Cost monitoring of FMLA?

Rolling vs. calendar year still an issue

Concurrent vs. consecutive